



ENGINEER ADMINISTRATOR, CIVIL

Characteristics of Work

This is professional engineering and administrative work in which the incumbent serves as deputy director of the agency. Incumbent plans, directs and administers the engineering functions of the agency. The work includes training subordinate personnel; making final technical decisions in engineering matters within the scope of the policies of the agency in which employed; directing the preparation of designs and specifications; and compiling fiscal reports on construction projects. Supervision is exercised over subordinate engineering personnel. The work is performed under the administrative direction of the director.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Directs or consults in the preparation of designs, plans and specifications for major maintenance or construction work.

Directs activities of engineers engaged in preparing designs and plans to construct, enlarge and modify facilities.

Analyzes and compiles data received from engineers to prepare budget estimates.

Provides technical assistance to local government officials consulting engineers and developers.

Attends opening of bids and recommends award of contracts.

Related or similar duties are performed as required or assigned.

Minimum Requirements

Possession of a certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers, and four (4) years of work experience in engineering as a registered Professional Engineer.